

The Equipment Replacement Process using the Army Food Management Information System (AFMIS)

“Making the system work for you”
A Step-by-Step Process

LESSON 1 – Building CTA 50-909.

Step One: (Beginning the Process)

The Equipment Replacement process begins with the Dining Facility Manager or Senior Food Operations Sergeant (SFOS). It is important that the SFOS coordinates his or her efforts when obtaining equipment information. Information can be gathered from either one of these sources: from the Data Plate on the equipment, from the Hand Receipt, from Supply, from the Property Book Officer (PBO), or from the Directorate of Engineering Logistics (DEL).

- When equipment is received by the dining facility, and signed for by the SFOS, it should be annotated on DA Form 3988-R. All pertinent information that is available at that time should be recorded on this form, such as, the Line Item Number (LIN), the National Stock Number (NSN) if available, and the items Description.
- DA Form 3988-R is then forwarded to the Installation Food Advisor (IFA) in accordance with current Army regulations. (5 working days)
- At a minimum, the IFA **MUST HAVE** the equipment's LIN and description in order to begin the process of setting up the dining facilities equipment files. Without this information, the process stops here...

Dining Facility equipment records **CAN** be entered into AFMIS if the above procedures are followed first. This includes equipment received through the Prime Vendor Equipment Program. However, the SFOS must take an active part by providing the IFA with information necessary to build CTA 50-909. At a minimum, the IFA will need a LIN, and item description. Line Item Numbers (LINs) can be obtained from the hand receipt, from supply, or from PBO. National Stock Numbers on the other hand are more difficult to obtain, especially, for equipment received through the PV Equipment Program; however, this should not prevent the SFOS, or the IFA, from completing the AFMIS process if a LIN and description is available.

Step Two: (Access to Equipment Records)

Once the IFA has received DA Form 3988-R, he or she can then move on to the next step of the Equipment Replacement Process in AFMIS. Again, if a NSN is not available at this point, the process does not have to stop here.

It is to the Installation Food Advisor's advantage if dining facilities are able to enter in their equipment records into the system. There are various budget reports and a budget worksheet available in the IFA module, but **ONLY** if, the IFA sets up the system to accept dining facility records. So we begin the next step by discussing the procedures and processes necessary that give the dining facility the capability of entering in records.

The IFA begins by first verifying that dining facilities can in fact enter and save equipment records. This is accomplished by ensuring **ACCESS** to records is correctly set up:

- From the IFA Options Screen, select Equipment Replacement Process (option E).
- Next, select File Maintenance Menu (option A).
- The next selection you will make is Equipment Record Access (option F). This screen displays two options. To print a list of all dining facilities on the installation, you would select Print On-Line Tenant Report (option B). This report will give you a list of all Dining Facilities (in the system) and their associated Building Numbers.
- To add or update any information on this list, you would select Update Access to Equipment Records (option A). This screen displays the Dining Facilities Name, it's Activity Code, and it's Building Number. The Building Number is displayed in the "Old" column. If a building number is present in this column, then that dining facility has access. If a building number is not present, then you will have to assign one.
- If a dining facility is **NOT** listed by name and activity code, then you must coordinate with the Systems Administrator to ensure a Dining Facility Account has been established. Once established, you will need to associate a building number with the dining facility.

A dining facility **MUST** have a building number associated with it. Equipment records are saved using the dining facilities building number. Dining Facilities that have **NO** building numbers associated with them are still able to enter in equipment; **HOWEVER**, the equipment they enter is saved to a file that has no building number. This can cause difficulties when a dining facility tries to access their records – they may not be able to retrieve them. You may encounter statements such as: "I know I entered in the equipment, but it's gone", or, "When I try to bring up my equipment, I keep getting an error message."

Step Three: (Building the Authorization and Allowance Tables)

Now that you have verified and ensured that all dining facilities on the installation have a building number associated with them, you can now move on to the more difficult, or better said, the more time consuming task of building CTA 50-909 Allowances into the AFMIS system at your installation.

AFMIS has the “old” CTA 50-909 (Manual) built into it, but this publication lacks the information necessary for dining facilities to effectively enter equipment into the system; especially, new equipment and equipment received through the Prime Vendor Equipment Program.

To resolve this dilemma, the IFA has the capability to ADD to the current CTA 50-909 on the system, but it does take time and information to make this happen. It is however, to your advantage (as we’ll see later in Lesson Three) to make the effort to accomplish the following tasks:

- From the IFA Options Screen, select Equipment Replacement Process (option E).
- Next, select File Maintenance Menu (option A).

The FIRST step in building, or adding to, CTA 50-909 is to build the Authorizations for each piece of equipment for the type of facilities you have on the installation.

- Select Authorization (option A).

The first entry in this process is to enter in the equipment’s Line Item Number (LIN). If the Senior Food Operations Sergeant (SFOS) or Dining Facility Manager has done their part (as discussed earlier), then you will have this information available. If not, you’re wasting your time. You MUST, at a minimum, have a LIN to add equipment.

- Enter the equipment LIN and press enter. If this LIN is not on CTA 50-909 in the system, then no other information will appear. If it does exist, then information associated with the LIN will be displayed to edit as needed.

(NOTE: The system will accept any combination of numbers and letters if it is a “new” LIN. You should not “invent” a LIN, but ensure the LIN you are using has an audit trail back to PBO.)

- You will next determine and select if this equipment is Electrical/Mechanical. By answering YES, the dining facility will access and enter in their equipment through the Electrical and Mechanical option of the Dining Facility Operations (DFO) module. By answering NO, the dining facility will access and enter equipment through the Other Equipment Option of DFO. (Equipment designated as “Other” is equipment that must be budgeted for by the IFA, and replaced using OMA funds. Equipment that does not meeting this criteria should not be entered into AFMIS.)

- The next entry is the Item Name. You have two (2) lines available to name and identify the equipment. You can use this space to identify additional equipment that accompanies this equipment; for example, Item Name: Meat Slicing Machine (Table, Stand - LIN XXXXXX authorized for use with LIN XXXXXX.)
- After pressing enter when you've completed the second line of the Item Name, a pop-up box will appear. This box is the LINs Authorized In Lieu Of (ILO) the LIN you previously entered. If there is another LIN that you wish to assign to this new or existing LIN, you can assign it here. This will give a dining facility the capability to enter in the ILO LIN instead of the original LIN. In many cases, you will leave this area blank. Press escape.

(NOTE: Only existing LINs: LINs that are on CTA 50-909 can be used. You cannot use a LIN that does not exist.

- After pressing escape, the next entry is the Basis of Issue (BOI). You can press F5 to bring up a list of selections to choose from. Select the BOI that best fits the equipment. If the equipment fits into other areas, you will need to further build the record after the completing following processes.
- Next, you will enter in the Design Era (or type of building) that the equipment may be utilized in. You can press F5 to bring up a list of selections to choose from. Select a Design Era Description.
- You must next assign a number authorized, or allowed, based on dining facility design capacities. Ensure you provide dining facilities with allowances that meet their requirements. The information you provide here can be used by the SFOS or Dining Facility Manager (viewed on the Equipment Summary Report) to establish equipment standards and equipment requirements for their facility.
- Once you have completed one line of BOI, Design Era, and Allowances, you must build the next line of information based on the number, type, and designs of the dining facilities on the installation. Ensure you cover ALL Basis of Issue and Designs for each LIN you add to CTA 50-909.

After the Authorization Table for a "New" LIN is in the system, the dining facility can enter in equipment for that LIN until a NSN is assigned.

Step Four: (Adding National Stock Numbers and Life Expectancies)

National Stock Numbers may be a little more difficult for the Senior Food Operations (SFOS) or Dining Facility Manager to obtain when they receive new equipment at their dining facility. This should not prevent the IFA from setting up the Equipment Replacement Process so dining facilities can enter in their equipment. NSNs can be built into CTA 50-909, and entered in by the dining facility, after the number has been established. Establishing NSNs for equipment will take the support of the IFA and is the next step in the Equipment Replacement Process.

- From the IFA Options Screen select Equipment Replacement Process (option E).
- Next, select File Maintenance (option A).
- Next, select NSN / Life Expectancy (option B) to begin entering in NSNs for each new Line Item Number previously established on the system.
- Enter in the LIN that you wish to work on and press enter. The Item Name (previously entered) will appear.
- Enter in a new (established) NSN for this equipment and press enter.
- Enter in the equipment's Life Expectancy.

A National Stock Number and its Life Expectancy is entered for each type, or model, of equipment associated with the LIN. Once entered, the SFOS or Dining Facility Manager can access and enter in records for the type of equipment they may have in their facility.

When a dining facility enters in records through the DFO module, and enters in the NSN, the Life Expectancy is filled in for them. Entering in records by LIN will leave this area blank, requiring, the SFOS or Manager to know this information. To ensure equipment and budget records are accurate, it is important that NSNs and Life Expectancies are assigned when established. If a NSN and Life Expectancy is later assigned to the equipment through the IFA module, but the SFOS has entered in the Life Expectancy when entering in their records and later updates their records to show the current NSN, the Life Expectancy WILL NOT update based on what the IFA entered. If the numbers are different, the Life Expectancy must be updated manually.

NOTE: The above steps: (setting up the Authorizations, NSNs, and Life Expectancies) is all that is need in order for the dining facility to enter in equipment through the DFO module. Again, the IFA has the capability to ADD to the current CTA 50-909 on the system. This includes equipment purchased through the Prime Vendor Equipment Program.

In the next Lesson, Lesson 2, we will discuss the processes that aide the IFA in budgeting for the replacement of equipment on the installation, and the processes that will ensure dining facility records are accurate prior to budgeting.